



# MERIT PROMOTION JOB OPPORTUNITY

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**Announcement Number:** 06-323  
**Position Title:** **Supervisory Procurement Analyst  
(Director, Acquisition Policy and Planning Staff)**  
**Series and Grade:** PG-1102-15  
**Salary Range:** \$107,521 - \$139,774 PA  
**Promotion Potential:** None  
**Opening Date:** 01/25/06  
**Closing Date:** 02/23/06  
**Location of Position:** Customer Services, Office of the Chief Acquisition Officer,  
Acquisition Policy and Planning Staff, Washington DC  
**Number of Openings:** One (1)  
**Type of Appointment:** Permanent  
**Work Schedule:** Shift 1  
**Who May Apply:** Current and Former Federal Employees and Veterans

## **ABOUT THE GPO:**

Today, the GPO is at the epicenter of technological change as it embraces its historic mission while looking to the digital future. The men and women of the GPO are hard at work transforming the agency into a digital information processing facility that will continue Keeping America Informed into the 21st century and beyond. Come be a part of history in the making as the largest information processing, printing, and distribution facility in the world transforms into a revolutionary digital facility.

## **MAJOR DUTIES:**

The Supervisory Procurement Analyst serves as the Director of the Acquisition Policy and Planning Staff and as the Chairman of the Contract Review Board. The incumbent also has complete authority for the analysis and review of all phases of the agency procurement and acquisition programs. Plans, develops, and recommends programs for the continuing evaluation and improvement of Agency Publishing Services and Acquisition Services. Prepares short and long-range plans based on Federal, GPO, and Customer Services policies. Coordinates the reports necessary to implement the plans and policies formulated. Compiles plans and prepares reports such as Automation, Five Year Plan, Annual Report, and Productivity Reports. Prepares budget for the Staff, collects and analyzes data and reports to determine if goals will be achieved. When problems arise determines causes and recommends necessary actions to correct problems. Coordinates Staff development of contract strategy for the agency's acquisition program, overall advance acquisition planning, and specific planning for individual acquisitions. Consults with the Chief Acquisition Officer on problem areas and carries out specific projects and surveys at request. Initiates new ideas and reviews operational guidelines for the organization. Reviews operating procedures in all Service components and where necessary, writes new or revised procedures. Reviews data and analyzes reports for trends in acquisitions to determine internal customer requirements, customer agency requirements and printing industry response. Responsible for management and supervision of the Acquisition Policy and Planning Staff. Plans work to be accomplished by staff, setting priorities and scheduling completion. Assigns work based on priorities and considerations of the difficulty of assignments and capabilities of the employees. Exercises final authority for the full range of personnel

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actions recommended by subordinate supervisors. Participates in reviews and makes improvements in work methods, organizational features and restructuring of positions to eliminate unnecessary positions and to achieve optimum content in those remaining. Identifies training needs and makes provision for training and development of the section employees. Assures implementation and administration of regulations governing safety, security, and internal controls. Performs other related duties as assigned.

### **QUALIFICATIONS NEEDED:**

Applicants must possess 52 weeks of specialized experience equivalent to the next lower grade level. Specialized experience is experience, which is directly related to this position and has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties as described above.

**In addition**, applicants **MUST** also have **1)** 4 years of experience in contracting or related positions, **and 2)** A Bachelor's degree that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. **All applicants must submit copies of their college transcripts in order to verify the degree and coursework requirements needed to qualify for this position.**

All qualification and time-in-grade requirements must be met by the closing date of this announcement.

### **HOW YOU WILL BE EVALUATED:**

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

### **Knowledge, Skills, and Abilities and Other Characteristics required for this position:**

1. Ability to review and analyze agency acquisition programs, regulations, policies and procedures in order to prepare new or amend existing acquisition regulations, policies, and procedures.
2. Knowledge of Federal procurement principles, policies, and regulations.
3. Ability to provide supervision, direction, and guidance to others.

### **HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

**STEP 1:** Complete a resume or an Optional Form 612 "Optional Application for Federal Employment" (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at: [http://www.gpo.gov/careers/pdfs/Resume\\_Checklist.pdf](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).

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**STEP 2:** Prepare separate narrative responses to each of the KSAOs listed in this announcement.

**STEP 3:**

**Current and Former Federal Employees:** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106. All time in grade requirements must be met by the closing date of this announcement.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

**Veterans:** Attach a copy of your most recent DD-214, "Certificate of Release or Discharge from Active Duty" or letter from the Veterans Administration documenting your military service. If you are claiming 10-point veteran's preference, you must also attach an SF-15 "Application for 10-Point Veterans' Preference" plus the proof required by that form. For more specific information about your veteran's preference and eligibility, please visit <http://www.opm.gov/veterans/>. When one application is received, it will be considered under competitive procedures only. Veterans who also wish to be considered under merit promotion procedures, must submit two separate, complete applications.

**Applicants with Disabilities:** If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of the position and are eligible for an excepted appointment based on a physical or mental disability.

**STEP 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

**Send Your Complete Application Package to:**

Application Processing, STP: HCD

U.S. Government Printing Office

732 N. Capitol Street, NW

Washington, DC 20401

FAX: (202) 512-1292

Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov)

**For Additional Information Please Contact:**

Human Capital Department

Phone: (202) 512-1124

TDD: (202) 512-1519

**Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.**

**Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**PRE-EMPLOYMENT CONSIDERATIONS:**

Selectees must successfully pass a drug test and background check before appointment. Current GPO employees are not subject to these requirements.

GPO may pay relocation costs.

**BENEFITS:**

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**